

<a href="#">Script ID</a>	Script Name	Module	Sequencing	UPK Topic Support ( <i>Course ID &lt; Lesson Name &lt; Topic Name</i> )
R18D-UAT.DEPT.01.AR5.02	Generate Summary AR Receivable Rpt. By CF Report	AR	AR03	N/A
R18D-UAT.DEPT.01.AR5.07	Generate AR Aging Report	AR	AR04	<b>AR123 &gt;</b> Reviewing and Reporting Upon Items (Receivables) > 1. Running the Customer Aging Report(s) 2. Billing and Accounts Receivable Reporting <b>AR123 &gt;</b> Billing and Accounts Receivable Reporting > Running the Customer Aging Report(s)
R18D-UAT.DEPT.02.AR4.01	Create Customer, create receivable, print cash drawer receipt and apply partial payment.	AR	AR02	<b>BI/AR101 &gt;</b> Overview of Billing and Accounts Receivable Processes > Creating a New Customer. <b>BI/AR102 &gt;</b> Creating and Maintaining Customers > Creating a New Customer <b>BI/AR101 &gt;</b> Overview of Billing and Accounts Receivable Processes > Entering Pending Items and Pending Item Groups <b>AR123 &gt;</b> Entering Pending Items (Receivables) > Entering Pending Items and Pending Item Groups <b>AR124 &gt;</b> Applying Payments > Applying Payments Using Payment Worksheets
R18D-UAT.DEPT.07.AP2.02	INTFAP003 – CalATERS Inbound	AP	AP12	N/A
R18D-UAT.DEPT.07.AP3.02	INTFAP012 – CalATERS Expenditure Interface	AP	AP13	N/A
R18D-UAT.DEPT.08.PC1.01	Run queries/report for the two projects	PC		<b>PC114 &gt;</b> Reviewing Project Costs > Running the Transaction List Report - Example 1; Running the Project Transaction List Report (Query)
R18D-UAT.DEPT.AM1.01	Add Assets from Purchasing and Unitize	AM	AM01	<b>AM112 &gt;</b> Integrating Purchasing, Accounts Payable and Project Costing > 1. Understanding Purchasing and Accounts Payable Integration 2. Interfacing Receipt (PO) Transactions; 3. Interfacing Voucher (AP) Transactions
R18D-UAT.DEPT.AM2.01	Maintaining Assets	AM	AM02	<b>AM101 &gt;</b> Overview of Asset Management Processes > Adding an Asset Using Basic Add (abbr) <b>AM112 &gt;</b> Entering Assets Directly in Asset Accounting > Adding an asset using Basic Add
R18D-UAT.DEPT.AM2.03	Add/Update Asset Transactions (ADD, RET, REI)	AM	AM03	<b>AM101 &gt;</b> Overview of Asset Management Processes > Adding an Asset Using Basic Add (abbr); <b>AM112 &gt;</b> Entering Assets Directly in Asset Accounting > Adding an asset using Basic Add
R18D-UAT.DEPT.AM6.01	Create a Parent/Child Relationship, Retire the Child, and Validate the Retirement Reprot	AM	AM04	<b>AM112 &gt;</b> Maintaining and Updating Asset Information > Adding a Parent-Child asset <b>AM122 &gt;</b> Retiring and Reinstating Assets > Performing an asset retirement
R18D-UAT.DEPT.AM8.01	Running Asset Depreciation and Depreciation Reports	AM	AM05	<b>AM132 &gt;</b> Running Depreciation and Month End Processing on an Asset > 1. Calculating and reviewing depreciation for an asset 2. Running the depreciation close (month-end) process on an asset 3. Validating financial entries from the depreciation and month-end processes <b>AM132 &gt;</b> Running Reports > Running the depreciation report

Script ID	Script Name	Module	Sequencing	UPK Topic Support ( Course ID < Lesson Name < Topic Name)
R18D-UAT.DEPT.AP1.01	Create Supplier: Regular	AP	AP01	<b>AP101</b> > Entering a New Supplier Request > Creating a New Supplier Request & Creating an Employee Supplier
R18D-UAT.DEPT.AP1.02	Create Supplier: State Employee	AP	AP02	<b>AP101</b> > Entering a New Supplier Request > Creating an Employee Supplier
R18D-UAT.DEPT.AP2.01	Create Regular Voucher -Modified to include expedite	AP	AP04	N/A
R18D-UAT.DEPT.AP2.02	Create Single Payment Voucher	AP	AP03	<b>AP113</b> > Creating Vouchers > Entering a Single Payment Voucher
R18D-UAT.DEPT.AP2.03	Create Journal Voucher (Make an adjusment/correction to the chartfield	AP	AP05	AP133>Voucher Maintenance>Creating a Journal Voucher
R18D-UAT.DEPT.AP2.04	Create Prepaid Voucher / ORF	AP	AP08	<b>AP114</b> > Understanding Office Revolving Fund Vouchers > Creating a Prepaid Voucher Online for an Employee or P-Card Supplier
R18D-UAT.DEPT.AP2.05	Create Regular Voucher - ORF	AP	AP09	<b>AP114</b> > Understanding Office Revolving Fund > Multiple topics
R18D-UAT.DEPT.AP2.06	Create Journal Voucher to Replenish Regular ORF Voucher (Non Employee/Non P-Card Vendor)	AP	AP11	<b>AP114</b> > Understanding Office Revolving Fund Replenishment > Creating a Journal Voucher to Recover a Supplier ORF Advance
R18D-UAT.DEPT.AP2.14	Create PO Voucher -Includes Special Handling	AP	AP06	N/A
R18D-UAT.DEPT.AP2.15	Create PO Voucher from Converted PO receipt	AP	AP07	<b>AP113</b> > Creating Vouchers > Creating a Regular Voucher Online from a PO Receipt
R18D-UAT.DEPT.AP2.24	Create a Reguar Voucher to Replenish Prepaid (Employee/P-Card Vendor)	AP	AP10	<b>AP114</b> > Understanding Office Revolving Fund Replenishment > Creating a regular Voucher to Recover an Employee Advance or a P-Card Supplier Prepayment
R18D-UAT.DEPT.AR2.06	Create customer, create invoice and apply	AR	AR01	<b>BI/AR101</b> > Overview of Billing and Accounts Receivable Processes > Creating a New Customer <b>BI/AR102</b> > Creating and Maintaining Customers > Creating a New Customer <b>BI 113</b> > Generating Invoices and ProForma Invoices > Generating, Finalizing and Printing ProForma Invoices <b>AR124</b> > Entering Payments > Entering Direct Journal Payment Details - Example 1, <b>AR124</b> > Applying Payments > Applying Payments Using Payment Worksheets
R18D-UAT.DEPT.CA1.01	Once The Proposal Is Generated On R17D-Uat.Gm1.02, A Pending Customer Contract Is Automatically Created. This Script Will Show You How To View, Update And Change The Status To Active On The Customer Contract. Please Note That The Proposal Number, Award Number And Contract Number Are The Same.	CA		<b>GM112</b> > Updating awards, contracts, projects > Updating a contract <b>GM112</b> > Updating awards, contracts, projects > Activating a contract
R18D-UAT.DEPT.CA1.02	This Script Creates Two Customer Contracts, Grants And Non-Grants Related Contracts. Customer Contract Is Used For Billing Department'S Customer Based On Expenditures Incurred. The First Customer Contract Is Associated With Reimbursement Budget Item Using The Rate-Based And The Second Customer Contract Is Associated With Federal Grant To Show How To Link To The Award Profile.	CA		<b>PC122</b> > Creating Contracts > Creating a Non-Grants Related contract with a Rate Based Line <b>PC122</b> > Introduction to Customer Contracts in PC > Create a Rate Based Contract
R18D-UAT.DEPT.CA2.01	This Script Is Creating An Expenditure Entry Using The General Ledger Module Against The Project And Activity Created In R17D-Uat-Pc1.02 To Bill The Expenditure. Then, Several Batch Processes Are Executed To Send Billable Expenditures From Project Costing To Customer Contract To Billing Modules Which Create An Invoice In Billing. Another Expenditure Is Created To Show That The Invoice Exceeded The Billing Limit On The Customer Contract, But The System Will Not Overbill The Customer. The System Will Assigned A Olt (Over The Limit) Analysis Type For The Project And Activity. Department Will Either Have To Increase The Billing Limit Or Reverse The Expenditure To Clear The Olt (Over The Limit) Transaction	CA		<b>PC122</b> > Introduction to Customer Contracts in PC > Creating Contracts > Creating a Non-Grants Related contract with a Rate Based Line; Run Processes to Bill a Transaction Against a Prepaid Line
R18D-UAT.DEPT.CA2.04	Letter of credit processing	CA		<b>GM112</b> > Managing Grants and Customer contracts > Billing and Revenue > Processing Letter of Credit

<a href="#">Script ID</a>	Script Name	Module	Sequencing	UPK Topic Support ( <i>Course ID &lt; Lesson Name &lt; Topic Name</i> )
R18D-UAT.DEPT.CM2.02	Run Semi-Manual Reconciliation and unreconcillation	CM	CM01	<b>CM112</b> > Managing Department Bank Accounts > Running the Semi-Manual Reconciliation
R18D-UAT.Dept.ePro1.01	Create a public event (Public checkbox checked), collaborate, and approve, ad-hoc	Epro	ePro/PO07	<b>PO142/152</b> > Solicitations/Events > Creating a Solicitation/Event from a Requisition <b>PO244</b> > Approving Solicitations/Events > Approving a Solicitation/Event <b>PO244</b> > Approving Solicitations/Events > Approving Solicitations/Events > Inserting a Solicitation Ad Hoc Approver
R18D-UAT.Dept.ePro1.10	Inquiries and Reports (Solicitations)	Epro	ePro/PO14	N/A
R18D-UAT.Dept.ePro2.01	Create Contract by copying from an LPA, add ad-hoc approver, and approve	Epro	ePro/PO08	<b>PO142/152</b> > Processing Solicitations/Events & Procurement Contracts > Creating a Procurement Contract from an LPA <b>PO254</b> > Approving Procurement Contracts > Inserting an Ad Hoc Procurement Contract Approver/Reviewer <b>PO254</b> > Approving Procurement Contracts > Approving a Procurement Contract
R18D-UAT.Dept.ePro2.10	Inquiries and Report for contracts	Epro	ePro/PO15	N/A
R18D-UAT.Dept.ePro2.13	End to End Contract, PO to Receipt	Epro	ePro/PO10	<b>PO143</b> > Additional Solicitation/Event Processes > Additional Processes for Creating and Managing Solicitations/Events > Creating a Solicitation/Event by Direct Entry <b>PO244</b> > Approving Solicitations/Events > Approving a Solicitation/Event <b>PO123</b> > Additional Processes for Creating POs > Creating a PO against a Procurement Contract <b>PO225</b> > Approving Purchase Orders > Approving a PO <b>PO122</b> > Creating Purchase Orders > Dispatching and Printing a PO (only printing, not emailing) <b>PO132</b> > Creating and Using Receipts > Creating a Receipt
R18D-UAT.Dept.ePro3.01	Create Requisition using Special Request, Approve and Ad-Hoc	Epro	ePro/PO01	<b>PO112</b> > Creating Requisitions > Creating a requisition using Special Request <b>PO214</b> > Approving Requisitions > Approving a Requisition <b>PO214</b> > Approving Requisitions > Inserting a Requisition Ad Hoc Approver/Reviewer
R18D-UAT.DEPT.ePro3.10	Run Requisition Reports	PO	ePro/PO11	N/A
R18D-UAT.DEPT.GL1.01	Create an Online Journal, Edit and Post	GL	GLLD01	<b>GL101</b> > Overview of General Ledger Processes > Creating a New Journal Entry (abbreviated) <b>GL112</b> > Creating Journal Entries in FISCal > Creating a New Journal Entry (Edit and Submit) <b>GL112</b> > Processing Journals > Approving a Journal (Approver approves journal based on agency configuration)
R18D-UAT.DEPT.GL1.02	Create Journal from Spreadsheet	GL	GLLD02	<b>GL112</b> > Creating Journal Entries in FISCal > Uploading a spreadsheet journal

<a href="#">Script ID</a>	Script Name	Module	Sequencing	UPK Topic Support ( <i>Course ID &lt; Lesson Name &lt; Topic Name</i> )
R18D-UAT.DEPT.GL2.01	Operating Budget Journal Entry	GL	GLBUD01	<b>GL122</b> > Creating Budget Journal Entries in FI\$Cal > Creating a Departmental Operating Budget Journal
R18D-UAT.DEPT.GL2.02	Create Budget Journal from Spreadsheet	GL	GLBUD02	<b>GL122</b> > Creating Budget Journal Entries in FI\$Cal > 1. Using the Spreadsheet Budget Journal 2. Importing a Spreadsheet Budget Journal
R18D-UAT.DEPT.GL2.03	Inquiry pages and reports for verification and search	GL	GLBUD03	<b>GL112</b> > Reviewing Journals in FI\$Cal > 1. Using the Journal Inquiry Page, 2. Using the Ledger Inquiry Page, <b>GL122</b> > Reviewing Commitment Control Ledger Data > Budget Overview Inquiry <b>GL243</b> > Performing Post-Closing Activities > Running a Ledger Inquiry in FI\$Cal.
R18D-UAT.DEPT.GL3.01	Establish Employee Defaults	GL	GLLD05	<b>GL253</b> > Understanding Labor Distribution Configuration > Configuring options and defaults for an employee
R18D-UAT.DEPT.GL3.02	Enter and Save Activity Sheet	GL	GLLD06	<b>GL253</b> > Understanding Labor Distribution Configuration > Entering a Personal Activity Sheet online
R18D-UAT.DEPT.GL3.04	Run Labor Distribution	GL	GLLD07	<b>PC114</b> > Reviewing Project Costs > Running the Transaction List Report - Example 1; Running the Project Transaction List Report (Query)
R18D-UAT.DEPT.GL5.01	Ledger Activity Report	GL	GLLD03	<b>GL243</b> > Performing Post Closing Activities > Running a Ledger Inquiry in FI\$Cal
R18D-UAT.DEPT.GL5.02	Program Disbursement Activity Report	GL	GLLD04	N/A
R18D-UAT.DEPT.GL5.08	MEC- Execute Allocations	GL	GLAL01	<b>GL132</b> > Introduction to Allocations > Processing Allocations Overview <b>GL132</b> > Defining the Allocation Step > Defining and Allocation Step <b>GL132</b> > Setting up and Processing the Allocation Group > 1. Setting up the Allocation Group, 2. Processing an Allocation Request 3. Using the Allocation Log
R18D-UAT.DEPT.GM1.01	This Script Is Showing Department The Recording Of The Federal Award Information. Once The Proposal Is Generated, Four Things Happened. 1. Create A Project/Activity; 2. Created Pending Contract; 3. Create Award Profile And 4. Grants Budget (Not Yet Finalized) - Keep In Mind This Process Of Recoding The Award Doesn'T Replaced How Department Apply For The Grants To Their Cognizant Agency.	GM		<b>GM112</b> > Managing Grants and Customer Contracts Overview > Managing Grants and Customer Contracts Overview <b>GM112</b> > Creating Awards From Contracts > Creating a Project and Activity Without a Proposal <b>GM112</b> > Updating Awards, Contracts, Projects > Updating an Award Profile <b>GM101</b> > Overview of Grants Management Process > Creating a Proposal Budget
R18D-UAT.DEPT.GM1.02	This Script Is To Submit And Generate The Proposal And Finalize Grant Budget. Once The Proposal Is Generated, There Are 4 Things That Happened. 1. Create A Project/Activity; 2. Create Pending Customer Contract; 3. Create Award Profile; And 4. Grants Budget (Not Finalized). Once You Finalized The Budget, The Budget Is Sent To Commitment Control Via (Cc_Gmprj And Cc_Gmpar Ledger Groups) As Well As Project Costing (With Analysis Of Bud). Please Note That The Proposal Number, Award Number And Contract Number Will Be The Same.	GM		<b>GM101</b> > Overview of Grants Management Processes > Submitting a Proposal <b>GM101</b> > Overview of Grants Management Processes > 1. Creating a Proposal with Multiple Associated Projects 2. Creating an Award From a Proposal 3. Creating a Proposal Budget

<a href="#">Script ID</a>	Script Name	Module	Sequencing	UPK Topic Support ( <i>Course ID</i> < <i>Lesson Name</i> < <i>Topic Name</i> )
R18D-UAT.DEPT.GM1.04	This Script Creates An Expenditure Against The Grants Project/Activity That Was Generated In R17D-Uat.Gm1.02. For Department That Has Automatic Set Up Of Indirect Cost Configuration In The System, The F&A Process Will Apply. After The Processes Are Run, Then Transaction Are Validated Using The On Line Transaction List Of Activities For The Project And Activity	GM		<b>GM112</b> > Managing Grants and Customer contracts > Billing and Revenue > Processing F&A <b>PC101</b> > Project Costing Processes > Running the Project Listing Report (abbreviated)
R18D-UAT.DEPT.PC1.02	Create 2 Projects (Reimbursement and Federal)	PC		<b>PC101</b> > Project Costing Processes > Creating a Project (Abbreviated) <b>PC112</b> > Creating a Project > Creating a Project in Project Costing
R18D-UAT.DEPT.PC3.04	Generate Inter Unit Bill-Direct Transfer	PC		<b>PC123</b> > Contract Management in Project Costing > Other Processes > Generate a Contract Interunit Bill
R18D-UAT.DEPT.PC3.06	Run Fund Distribution	PC		<b>PC114</b> > Project Costing Reporting Tools: Reports and Queries > Running the Funds Distribution Report (Query) <b>PC112</b> > Maintaining a Project > Creating a Funds Distribution for a Project
R18D-UAT.Dept.PO2.01	Copy a Requisition to a PO Approve and Budget Check, Dispatch Via Email	PO	ePro/PO02	<b>PO122</b> > Creating Purchase Orders > Creating a PO by Copying a Requisition <b>PO225</b> > Approving Purchase Orders > Approving a PO <b>PO122</b> > Creating Purchase Orders > Dispatching and Printing a PO (only printing, not emailing)
R18D-UAT.DEPT.PO2.02	Create Direct Entry PO Over \$50,000, with sub contracting information, and approve, ad-hoc and dispatch	PO	ePro/PO03	<b>PO122</b> > Creating Purchase Orders > Creating a Direct PO <b>PO225</b> > Approving Purchase Orders > Approving a PO <b>PO225</b> > Approving Purchase Orders > Inserting an Ad Hoc Approver/Reviewer <b>PO122</b> > Creating Purchase Orders > Dispatching and printing a PO (only printing, not emailing)
R18D-UAT.Dept.PO2.10	Inquiries and Reports for Purchase Orders	PO	ePro/PO12	<b>PO122</b> > Managing Purchase Orders > Running the PO to Requisition Cross Reference Report and the Requisition Costing Summary Report
R18D-UAT.Dept.PO2.13	End to End: From requisition create PO, and receive	PO	ePro/PO09	<b>PO112</b> > Processing Requisitions > Creating Requisitions > Creating a requisition using Special Request <b>PO214</b> > Approving Requisitions > Approving a Requisition <b>PO122</b> > Creating Purchase Orders > Creating a PO by Copying a Requisition <b>PO225</b> > Approving Purchase Orders > Approving a PO <b>PO122</b> > Creating Purchase Orders > Dispatching and Printing a PO (only printing, not emailing) <b>PO132</b> > Creating and Using Receipts > Creating a Receipt
R18D-UAT.Dept.PO3.01	Create Receipt for Goods	PO	ePro/PO04	<b>PO132</b> > Creating and Using Receipts > Creating a Receipt
R18D-UAT.Dept.PO3.10	Run Receiving Reports	PO	ePro/PO13	<b>PO132</b> > Running Reports > Running the Receipt Summary Report
R18D-UAT.Dept.PO4.01	Administer P-Card	PO	ePro/PO05	<b>PO226</b> > Managing Procurement Cardholders > Adding Cardholder Information for an Existing Managing Account
R18D-UAT.Dept.PO4.02	P-Card Reconciliation with an associated purchase order (PO) ID	PO	ePro/PO06	<b>PO226</b> > Reconciling Procurement Card Transactions > Reconciling a Procurement Card Transaction from a Statement